

## A. Introduction

Cost is one of the major evaluation criteria. Evaluation in this category will be based on the lowest net cost to the state as calculated according to the methodology in Section IX, Proposal Evaluation.

Bidders are responsible for including in the final proposal all the costs necessary for meeting the requirements contained in this RFP. Bidders must submit the cost information in a **separately sealed envelope** and clearly marked "**Volume III, Cost Data**" in accordance with Section VIII, Proposal Format and Content. Failure to adhere to this proposal requirement will be considered a material deviation and the proposal may be rejected.

Cost data will not be examined until after the evaluation team has determined that the bidder's final proposal is fully compliant with the format and requirements of this RFP. All proposed components, must be included in the bidder's proposal and accounted for in the bidder's cost data. All prices provided by the bidder must be valid for a period of 90 days from the due date of the final proposal. However, a bidder may extend the offer beyond 90 days in the event of a delay of contract award.

Any tasks not specifically identified in the Deliverables Cost Worksheet or that is identified after contract award as necessary to meet the requirements of the RFP, will be assumed by the state to be included at no additional cost to the state.

## B. Cost Workbook

Along with this RFP, the state has provided a Deliverables Cost Worksheet.

For each deliverable, bidders are to propose a firm fixed price. Total costs should NOT exceed \$2.5 million, as stated in this RFP.

For each deliverable, enter a firm fixed price on the Deliverables Cost Worksheet. Calculate the subtotal for all deliverables associated with the Chart of Accounts and Standards and the Acquisition Assistance. Money has been set aside in this contract for travel, as shown on the worksheet; include this cost in your bid cost. Calculate the Total Proposed Contract Cost.

Bidders must identify staff proposed to perform the deliverables and identify the number of hours each staff member will expend on the Chart of Accounts and Standards and Acquisition Assistance tasks. Calculate the Total Hours to be worked by the contractor team for the Chart of Accounts and Standards and the Acquisition Assistance.

It is the sole responsibility of bidder to ensure that all mathematical calculations are correct in Volume III of the final proposal.

## C. Payment Schedule

Payments will be made upon completion of the specified deliverables and acceptance by the Finance BIS Project Director. Payments will be based on 85 percent of each deliverable's contracted costs. The 15 percent withhold will be payable upon the delivery and acceptance of those deliverables annotated by an asterisk (\*).

**DELIVERABLES COST WORKSHEET**

<b>Deliverable</b>	<b>Price</b>
<b>Chart of Accounts and Standards:</b>	
Detailed Work Plan	\$
Comparison Report of UCM, department criteria, and enterprise financial systems	\$
Budgetary basis vs. Legal basis Reporting	\$
COA summary report (see Contractor Responsibilities #12)	\$
Report of GAAP budgetary basis vs. legal reporting requirements	\$
Dictionary of common term and practices	\$
Finalize strategy/business case for COA revisions*	\$
<b>SubTotal -- Chart of Accounts and Standards (COA)</b>	<b>\$</b>
<b>Acquisition Assistance</b>	
Detail work plan for requirements definition sessions	\$
Benchmark criteria	\$
BIS requirements database	\$
Release RFP for software *	\$
Software bidder conferences	\$
Evaluation criteria for software proposals	\$
Software recommendation *	\$
RFP for system integrator	\$
System integrator conferences	\$
Evaluation criteria for system integrator proposals	\$
System integrator recommendation *	\$
SPR for OTROS review	\$
Final SPR (with OTROS adjustments) *	\$
<b>SubTotal -- Acquisition Assistance (AA)</b>	<b>\$</b>
<b>Travel **</b>	<b>\$ 10,000</b>
<b>Total Proposed Project Cost</b>	<b>\$</b>

<b>Role</b>	<b>Proposed Staff</b>	<b>Total Hours (COA)</b>	<b>Total Hours (AA)</b>
Account Manager			
Project Manager			
Business Analyst			
Staff Assistant			
Acctg Specialist			
<i>Insert additional lines as necessary</i>			
	<b>Total Hours</b>		

\* Payments will be made upon completion of the specified deliverables and acceptance by the Finance BIS Project Director. Payments will be based on 85% of each deliverable's contracted costs. The 15% withhold will be payable upon the delivery and acceptance of those deliverables annotated by an asterisk.

\*\* Travel by the bidder's team members for purposes related to the tasks defined, must be pre-approved by the Project Director with expenses being reimbursed at state rates consistent with the State Administrative Manual. The state has set aside money for travel expenses.